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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 December 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 49, 2 December - 9 December 1958

1. In spite of the efforts of the DDP Training Office to keep training divorced from processing, the number of students processing in our recent Administrative Procedures was excessive. In order for these students to keep up with the class, it was necessary to conduct tutorials throughout the running of the course.

2. Tutorial training is being given to a former DDI employee in dispatches, cables and travel. This student is accompanying her husband overseas and will be leaving prior to the running of the next Administrative Procedures course.

3. Tutorial training is being given to a Security employee in dispatches and cable writing. This student is from one of Security's [redacted] being rushed to the Far East as a replacement for a Security employee who resigned unexpectedly.

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4. [redacted] has reviewed the visual aids used in the presentation of the lecture dealing with the maintenance of accountable property records at a Type II Station.

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5. [redacted] has expanded the presentation of Type II Field Property Records given in Budget & Finance Procedures to include more comprehensive sample, practice and test problems.

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6. [redacted] is attending the Personnel Officers' Training Course from 8 December - 19 December 1958.

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